

Riverfront Board

Minutes January 25, 2011

Members present: Klein, Stacey, Martin, Thompson, St Clair, Loomis

Absent: Green

Shane St Clair announced the arrival of his son, Soren Christian St Clair, 8 pounds 7 ounces, on Dec 29.

Minutes

Minutes of the November meeting were approved (4 yes, one abstention) with minor changes. St Clair noted the spelling of his name as well as some details of the Oregon Marine Board grant funding which were misrepresented in the minutes.

Board and Commission Roles and Responsibilities

Herrigel said that one of the requests made by the new City Manager was that all boards and commissions do some housekeeping and make sure they are meeting the City's code requirements. She noted that the City code regarding boards and commissions requires that each group:

- Have by-laws that are adopted by City Council and reviewed annually
- Have members serve no more than two terms and not be reappointed to the same board until after one full term off the board (unless waived by Council)
- Develop an annual work plan which the group discusses with Council in a work session once each year
- Board members cannot serve on other boards

She noted that the group had never done by-laws and asked if they would review the proposed by-laws she had written up and give her comments and changes today. The group went over the by-laws, proposed changes and the draft is attached. Major comments:

- Items may be added to the agenda by board members
- Go to Council work session in May and choose officers in June (This year, meet with them in March or April, though.)
- Discuss what we bring to Council at the February 22 meeting. Invite Gill Williams to attend.

Confluence Project Letter of Support

Herrigel noted that she was working with the Johnson Creek Watershed Council to submit a grant to Metro Nature in Neighborhoods program which would complete in

water work in the creek as well as construct Klein Point Overlook. The group approved sending a letter of support.

Design Issues

- **Pole relocation:** design issues for where power poles go have been resolved and relocation will begin soon
- **Access to park:** DEA is developing a concept for an alternative access to the park that would use City property. This alternative will have fewer parking spaces on the south side of Kellogg Creek.
- **Klein Point Overlook design:** DEA will develop final specifications for Klein Point as part of the Metro grant. Herrigel said she would review the plans with Gary and Sharon Klein before finalizing them.
- **Vactor truck access:** Herrigel noted that the Klein Point overlook and path along the water might need to be strengthened to accommodate the City's vactor truck which needs to access the sewer pipe across Johnson Creek. It was suggested that the City also look at using a pump boat to access this pipe from the Creek.
- **DLC design elements:** Herrigel reminded the group that they would have to revisit the DLC comments after they received the Corps response.

Martin and others requested that Herrigel contact the Corps to try to get an update on the permit status. Martin noted that sometimes Congressional inquiries are effective at shaking projects loose or at least getting information,

Proposed By Laws

Riverfront Board

Article I

This Board was established by ordinance # 1848, a copy of which is attached.

Article II

- 1) Membership consists of seven regular members
- 2) Members must attend all meetings or notify the Board Chair or staff of absence prior to next regularly scheduled meeting. Frequent absences by a member will be reviewed by the Board and brought to Council's attention when deemed necessary.
- 3) Four members must be present, for motions to be voted on

Article III

- 1) Officers are Chairman and Vice Chairman
- 2) Chairman presides over the meetings following informal parliamentary procedure outlined in Roberts Rules
- 3) The Chairman works with the staff liaison to develop meeting agendas
- 4) Board members may add issues to the agenda at any time
- 5) The Vice Chair presides over the meeting in the absence of the Chairman
- 6) Staff liaison takes and prepares minutes of each meeting, keeps attendance records and posts minutes and agendas on the City's web site.
- 7) Meeting agendas shall be distributed to the Board 3 days before the meeting.
- 8) Meeting minutes shall be distributed to Board members within 7 days after a meeting.

Article IV

- 1) Elections will be held in May. Candidates will be nominated from the floor. If there is more than one candidate, a vote will be taken by secret ballot. The candidate receiving the highest number of votes wins.
- 2) Board will attend annual work session with City Council in June.
- 3) Each successful candidate assumes office on the first day of the month following the election. He/she serves until successor is installed.
- 4) In the event an officer vacates an office before the end of his/her term, an emergency election will be held to complete the term.

Article V

- 1) Regular meetings will be held on the fourth Tuesday of each month.
- 2) Special meetings may be called by the Chairman or two members
- 3) Regular meetings may be cancelled if approved by four or more Board members.